

Special Events Permit Application

Today's Date _____

Please complete all data as required

Name of Organization _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Evening Phone (____) _____ Fax (____) _____

Special Event Information

Type of Event:

____ Assembly (Public)	____ Run/ Walk	____ Festival
____ Rally	____ Parade	____ Entertainment
____ Educational	____ Concert	____ Other: _____

Name of Event _____

Location of Event _____

Date(s) of Event _____ Estimated Attendance _____

Event Times: _____ AM/PM - _____ AM/PM

Set-up Times: _____ AM/PM- _____ AM/PM Take Down Times _____ AM/PM- _____ AM/PM

List Requested Equipment:

Are you requesting Asheville Police Officers? Yes ____ No ____

Will streets/sidewalks be closed? Yes ____ No ____

Will alcohol be sold at the event? Yes ____ No ____

Are sales/vendors being planned? Yes ____ No ____

Are fireworks planned for this event? Yes ____ No ____

Will animals be on site during this event? Yes ____ No ____

Will tents be used for this event? Yes ____ No ____

Will banners or signs be used at the event? Yes ____ No ____

Does your event require electricity? Yes ____ No ____

Source: _____

Will there be any cooking with grease? Yes ____ No ____

Will an open flame be used for cooking? Yes ____ No ____

Will trash receptacles be needed? Yes ____ No ____

Will portables toilets be needed? Yes ____ No ____
Will the event be advertised? Yes ____ No ____
How? _____

Describe promotional activity: _____

Submitting this Special Event Permit Application is not approval to hold your planned event. If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and alternate arrangements will be suggested or made. Your confirmation will be in the form of a permit, issued to the organization and /or person responsible for planning the event. Please do not send out event notices or promotional materials until receiving this permit.

Please place a check mark next to all items needed to complete this application:

_____ Special Events Application Fee (\$25)	_____ Parade/Run/Walk Application
_____ Block Party Fee (\$50)	_____ Proof of General Liability Insurance
_____ Building & Fire Permit Application	_____ Site Map
_____ Emergency Planning Form	_____ Temporary Street/Lane/Sidewalk Closure Application

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, I, the applicant, agree to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Director of the Asheville Parks and Recreation Department.

Name of Applicant _____
(Print)

Signature _____ Date _____

Office Use Only

_____ Approved	
_____ Denied	
Signed By: _____	Date: _____

